



City of Scottsdale
Green Building Program

ENROLLMENT PROCEDURES

The following procedures have been established to assist in expediting projects through the submittal, review, and approval processes as required for participation in the Scottsdale Green Building Program.

1. PROJECT QUALIFICATION/PRE-APPLICATION MEETING

Prior to completion of project construction documents, applicants must schedule a meeting with Green Building staff to review project for qualification into the Program. It is important that the project participants (designer, owner, and builder) become involved in the green qualification process as early as possible. The green building checklist could play a major role in the design of your project.

For each project enrolled in the Green Building Program the applicant shall complete the following documents (all available on city green building web site – www.scottsdaleaz.gov/greenbuilding):

- A. Enrollment Form
- B. Rating Worksheet
 - completed 8-1/2 X 11 checklist
 - completed CAD checklist required to be on one sheet of construction drawings (CAD version is available on city green building web site)
- C. Builder Agreement (one time submittal)

As part of the qualification, you will receive a “Green Building Submittal Approval”. This entitles the project to be designated as a “Green Building” when submitting plans to the “Plan Review/Permit Services” counter for review.

2. APPLICATION FOR PLAN REVIEW AND BUILDING PERMIT

After receiving green building qualification, you will need to take your plans along with the required submittal documents to the “Plan Review/Permit Services” counter to complete the plan review process for building permit approval. Please note that you must take the “Green Building Submittal Approval” form with you. Your plans will then be assigned a “Green Building” designation for “fast track” plan review.

3. PLAN REVIEW

Once plans are in the review process, the City Plans Coordinator will notify the designated contact person upon completion of each review cycle. All inquiries regarding their status during this process should be directed to the City Plans Coordinator @ (480) 312-2545 or the city web site - <http://eservices.scottsdaleaz.gov/permits/planlookup.asp>

4. RESUBMITTALS

When resubmitting corrected plans, it is not necessary to resubmit the required Green Building documents. However, any major plan changes that may affect the project’s green building rating should be brought to the attention of Green Building staff.

5. BUILDING PERMIT & INSPECTIONS

Upon approval of plans, a green building permit will be issued along with a Green Building Inspection Manual. Your project will need to follow the inspection sequence schedule established by the Building Inspection Division. Inspections are designed to ensure compliance with program requirements. Projects not able to maintain qualification as a green building will be required to resubmit plans for revisions as a non-participating project.

If you have any questions regarding the Enrollment Procedures or the Green Building Program in general, you may contact our office at 480-312-4202.